

PNGID

**PAPUA NEW GUINEA
INSTITUTE OF DIRECTORS**

POSITION VACANT

Finance & Administration Officer

Send your application and CV to:

hr@pngid.org.pg

Friday 21st March, 2025

COB: 4:30 PM





Papua New Guinea Institute of Directors Inc.

PO Box 660, Port Moresby, NCD.

Phone: 320 2493 Direct Line: 320 0508

E-mail: admin1@pngid.org.pg Website: www.pngid.org.pg

Location: IPA Haus, Level2, Munidubu Street, Lawes Rd, KONE DOBU

POSITION VACANT

Date: 12/March/2025

Job Title: Finance and Administration Officer.

Organization: PNG Institute of Directors Inc.

Location: Konedobu, Port Moresby, Papua New Guinea

Job Summary: The PNG Institute of Directors is seeking a dedicated and detail-oriented financial expert to join our team. The ideal candidate will ensure the smooth operation of our financial activities that include our monthly/quarterly reporting to the PNGID President and Board, and will work diligently with our CEO and elected Treasurer for our important year-end audit to ensure we are prepared to deliver the 2024 Annual Report for the members of the PNG Institute of Directors at the Annual General Meeting on the 29th of April, 2025.

The ideal candidate will possess a strong background in accounting and administration, with excellent communication skills and a commitment to supporting the Institute's mission of promoting corporate good governance and leadership excellence throughout Papua New Guinea.

Key Responsibilities:

1. Financial Management:

- Preparation of monthly and annual financial reports, budgets, and forecasts.
- Maintain the General Ledger, co-ordinating Accounts Payable, Accounts Receivable and Bank Reconciliation on a timely basis.
- Handle month-end, payroll, and accrual journals.
- Prepare Balance Sheet Reconciliations for all GL accounts.
- Manage the Fixed Assets Register.
- Ensure compliance with financial policies, procedures, and IRC tax regulations.
- Process payroll, NASFUND superannuation and maintain employee financial records.
- Support the Audit Process and liaise with external accounting firms.

2. Administrative Support:

- Provide administrative support within the PNG Institute of Directors Inc.

3. Maintain and update organizational databases and filing systems.

4. Customer Service-Director Development Director Program:

- Serve as the primary point of contact for Director Development Program and Membership Renewal's related to accounts and administrative functions.
- Assist members and stakeholders with registrations, payments, and other inquiries.

5. Compliance and Reporting:

- Ensure the Institute complies with relevant legal and IPA regulatory requirements.
- Prepare and submit monthly, quarterly and Year End reports for the PNGID CEO, President, Treasurer, and Board of Directors as required.
- Assist with Year End Audit and financial reviews for the PNG Institute of Directors, when required.

What Qualifications you have:

- A passion for numbers with a minimum of 6 to 10 years of experience in accounting roles.
- Proficiency in accounting software (e.g. MYOB or XERO) and Microsoft Office Suite.
- Strong understanding of accounting principles and financial regulations.
- Excellent organizational skills with the ability to manage multiple tasks and deadlines.
- Attention to detail and a high level of accuracy in financial record-keeping.
- Ability to work independently and as part of a team.
- Must be able to start work immediately.

Working Conditions:

- Full-time position based in Port Moresby with standard office hours 08:00am to 4:30pm with 1 hour Lunch break, with monthly extended hours required for Director Development Program, Meet and Greet events, Annual Awards Night, Quarterly Board Meetings, Monthly/Year End AGM & SGM reporting deadlines.
- Our office is on Level 2, of a 3-storey building, has 4 flights of stairs and does not have a lift, however, we do encourage all able-bodied personnel to apply.
- **Application Process:** Interested candidates are invited to submit electronically, their CV, and references to hr@pngid.org.pg by 4:30pm on Friday 21/March/2025 Please include "Finance and Administration Application" in the subject line. The PNG Institute of Directors is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Note: Only shortlisted candidates will be contacted for interviews.